

**Powers and Duties of the Municipal Governing Body (Council or Assembly)**

<b>Powers and Duties</b>	<b>Borough Assembly</b>	<b>City Council</b>	<b>Comments</b>	<b>(Revised 4/5/02) Authority</b>
Adopt a conflict of interest ordinance	X	X		29.20.010(a)
Declare a conflict of interest if appropriate	X	X	Deputy Presiding Officer rules if mayor declares conflict	29.20.010(a)(1)
Ensure reasonable public notice of meetings and opportunity for the public to be heard	X	X		29.20.020
Rule on Conflict of interest			May be overridden by majority vote of governing body	29.20.010(a)(3)
Provide for form and composition of its representation	X			29.29.070
Prescribe term of office	X	X	Must be done by ordinance and does not affect term of enacting official	29.20.150
Elect from among its members a presiding officer	X	X	In a borough that has adopted the manager form of government and in cities, the mayor serves as presiding officer	29.20.160(a)
Hold regular monthly meetings	X	X		29.20.160(b)
Call a special meeting	Only if 1/3 of the members agree	Only if 1/3 of the members agree		29.20.160(b)
Maintain a journal/public record of proceedings	X	X		29.20.160(e)
Determine rules of procedure and order of business for conducting meetings	X	X	Must be done by ordinance	29.20.160(f)
Determine vacancy in an elected office	X	X	Must be done by ordinance	29.20.170; 29.20.280
Appoint a person to fill a vacant office	X	X	Must be done within 30 days of when the office becomes vacant	29.20.180; 29.20.280; 29.20.310-320
Elect a mayor from among its members		X only for second class city unless ordinance provides for public election		29.20.230
Take part in discussion of matters under consideration	X	X		29.20.250
Vote on all matters before the governing body	X	X		29.20.160(d); 29.20.250
Override Veto	X	X	AS 29.20.270 prescribes time limits	29.20.270(b)

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Establish municipal departments	X	X		29.20.400
Establish personnel system and municipal departments and functions	X	X		29.20.360 -4 10
Adopt manager plan of government if approved by voters	X	X	Must be adopted by ordinance or resolution within 60 days of voter approval	29.20.460 - 480
Appoint Manager	X	X		29.20.490
Adopt ordinances and provide for adopted code to be available to the public	X	X		29.25.010 - 050
Maintain permanent record of adopted resolutions	X	X		29.25.060
Prescribe penalties for violation of a municipal ordinance	X	X		29.25.070
Prescribe rules for conducting an election	X	X		29.26.010 - 070
Order special election	X	X		29.26.170 - 180; 29.26.320
Determine salaries of municipal officials	X	X		29.20.620; 29.35.010
Establish rules for acquiring and disposing of interest in land	X	X		29.35.090
Establish rules for and adopt budget and capital improvement program	X	X		29.35.100
Provide for annual audit or financial statement	X	X		29.20.640; 29.35.120
File required reports with the state	X	X		29.20.640